

BULLETIN NUMBER 23

TO: President, Vice Presidents, Deans, Department Directors, Department Chairs and All Staff Employees

FROM: Ralph D. Pedersen, Director of Human Resources
Maureen Carpenter, Controller

DATE: July 16, 2001

SUBJECT: Change in Pay Frequency for Nonexempt Staff Paid Monthly

Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at: <http://www.wfu.edu/hr/bulletin.htm>

1. The University currently compensates some staff members who are subject to the wage and hour provisions of the Fair Labor Standards Act (FLSA) on a salary basis paid monthly and other staff employees on a "direct pay basis" paid biweekly.
2. Upon review of this practice, it has been determined that all staff members who are subject to the wage and hour provision of the FLSA are to be compensated on a direct pay basis paid biweekly. (NOTE: Staff members who are subject to the wage and hour provisions of the FLSA are required to submit time and attendance records, are eligible for overtime pay, and are also referred to as "non-exempt" or "hourly" employees.)
3. An initial group of non-exempt staff currently being paid monthly will move to the biweekly payroll on September 1, 2001. Notifications are being sent the week of July 16th to these staff members. The notifications provide detailed information regarding the conversion from monthly pay to biweekly pay. The remaining non-exempt staff members will move from the monthly payroll to the biweekly payroll on March 2, 2002. They will receive individual notifications at a later date.
4. Effective immediately, all newly hired non-exempt staff will be paid biweekly.
5. All exempt staff members, administrators, and faculty will continue to be paid monthly.
6. Questions regarding this action may be referred to the Project Coordinator, Brenda Balzer, Associate Director of Human Resources at x5678 or balzerbb@wfu.edu.